



## INTERN APPLICATION

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Thank you for your interest in applying to intern in the Office of U.S. Senator Kay R. Hagan. To apply, please follow the instructions below carefully.

1. Fully complete the attached application and save in the following format: LastName\_Application.doc.
2. Please submit a resume, cover letter, brief writing sample (1-2 pages), and two letters of recommendation. Please note in your cover letter which office you are applying to intern (D.C., Greensboro or Raleigh). Save each as a separate document with your last name (examples: LastName\_**Resume**.doc, LastName\_**Cover**.doc).
3. Using your full name as the subject of the email, send all documents (application, resume, cover letter, writing sample, and references) as attachments in one email to [intern@hagan.senate.gov](mailto:intern@hagan.senate.gov).

Intern Sessions Available:

Session Name	Session Dates	Application Due Date
Fall	September - December	July 15
Spring	January - May	November 15
Summer I	May - June	April 1
Summer II	July - August	April 1

Preference will be given to students who are residents of North Carolina or attending North Carolina higher education institutions. We will contact you regarding your application when all of your materials have been received. Again, thank you for your interest in interning with Senator Hagan.

*While email is preferred, should you wish to send your application materials via fax or U.S. Postal Service, please use the following:*

*To send via fax:  
202-228-2563  
Attention: Intern Coordinator*

*To send via U.S. Postal Service:  
U.S. Senator. Kay R. Hagan  
Attention: Intern Coordinator  
United States Senate  
Washington, D.C. 20515*



KAY R. HAGAN  
UNITED STATES SENATOR - NORTH CAROLINA  
<http://hagan.senate.gov>



Full Name: \_\_\_\_\_

Current Address: \_\_\_\_\_ Permanent Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ U.S. Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_

If no, which country? \_\_\_\_\_

Internship session desired (**please check one only**)

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer I \_\_\_\_\_ Summer II \_\_\_\_\_

Office Requested: DC \_\_\_\_\_ Raleigh \_\_\_\_\_ Greensboro \_\_\_\_\_

Internship Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Full Time: \_\_\_\_\_ OR Part Time: \_\_\_\_\_

Please List Hours of Availability: \_\_\_\_\_

### ***Academic Information***

College/University currently enrolled in: \_\_\_\_\_

School Address (City & State): \_\_\_\_\_

Anticipated date of graduation: \_\_\_\_\_ GPA: \_\_\_\_\_ Major: \_\_\_\_\_

Will you receive credit for this internship? If yes, how many? \_\_\_\_\_